MANISH BAHEL

Manager

180 M G Road, Kolkata – 700001

Phone No: +91 XXXXXXXXXX

Email ID: madhup@abc.com

WORK EXPERIENCE

January 2005

* Chartered Accountant

ICAI

* Company Secretary

ICSI

EDUCATION

May 2008 – Present

ABC Industries Limited

Manager

Key Responsibilities

* Analyzing business processes, conducting trend/ratio analysis to fine tune decision making
* Managing various financials including balance sheet, income statement and state of changes in net assets, financial highlights and notes to financial statement
* Consolidating and preparing of MIS reports to provide feedback to top management on financial accounts
* Supervising the preparation of MIS reports to provide feedback to top management on financial performance, fund management, risk control, profitability etc

April 2007 – April 2008

ABC Group Co.

Assistant Manager

Key Responsibilities

* Planning and management of activities to ensure completion of internal, statutory and Tax audits within the time frame
* Taking actions on the basis of audit recommendations to improve the shortcoming & processes

April 2004 – March 2007

ABC & Associates

Office & Management Trainee

Key Responsibilities

* Preparing and maintaining necessary stock records to track the inward / outward movement of goods;
* conducting stock verification / reconciliation at regular intervals
* Preparing reports on performance of company, scrutinize the processes / procedural break downs in accounting system, operational divisions in the organisation
* Microsoft Excel, PowerPoint and Word
* Team Work
* Internet
* SAP (User Level)
* Commitment to Work

SKILLS

* Preparation of Final Accounts
* Monthly Stock Statement
* Consortium Bankers Meeting
* Filing of Documents
* Internal Audit
* Statutory Audit
* CMA Data
* Project Accounting
* Working Capital Management

AREAS OF EXPERIENCE

About: To pursue a highly challenging career in the field of Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high calibre professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional